

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 323-0268



March 17, 1982

ALL-COUNTY LETTER NO. 82-22

TO: All County Welfare Directors
All County Fiscal Officers
All County Food Stamp Coordinators

SUBJECT: SUMMARY OF FNS-46, FNS-209 and FNS-250 REPORTS

REFERENCE:

The purpose of this letter is to summarize information about reporting requirements for three Food Stamp Program forms - FNS-46 (ATP Reconciliation Report), FNS-209 (Status of Claims Against Households), and FNS-250 (Food Coupon Accountability Report). The information will include the purpose of each form, when the form is due, where the form must be submitted, what this department does with the form once it is received from the county, and what happens to the data when it is received by the Food and Nutrition Service (FNS).

FNS-46 Report

As indicated in All-County Letter 81-35, the purpose of the FNS-46 Report is to provide FNS with a monthly reconciliation of all Authorization to Participate (ATP) cards which are transacted in each county. FNS-46 data specifically categorizes all ATPs which do not match the Household Issuance Record (HIR) Master File (M.S. 63-602.23) during the normal reconciliation process (M.S. 63-706). ATPs which do not match the HIR Master File, but can be determined to be an authorized issuance before the report is submitted to the California Department of Social Services (DSS) are to be considered matched for FNS-46 reporting purposes. All submitted reports which identify unmatched ATPs that are subsequently determined to be authorized after submittal, must be resubmitted as revised reports eliminating the identification of these ATPs as unmatched to avoid overissuance liability.

Each county which utilizes an ATP issuance system must submit an original FNS-46 Report to the following address within sixty (60) days after the end of each calendar month.

California Department of Social Services
Fiscal Policy and Procedures Bureau
744 P Street, M.S. 8-100
Sacramento, CA 95814

Attention: Mr. Leighton Lai

When the monthly FNS-46 Report is received by DSS, it is consolidated into a statewide report which must be submitted to FNS within 90 days after the end of the report month. Data reported on the statewide FNS-46 Report is used by FNS to monitor the efficiency of ATP issuance systems and to establish liabilities for county-caused invalid ATPs redemptions (M.S. 63-702.1 and 63-602.3).

FNS-209 Report

The purpose of the FNS-209 Report is to provide FNS with a monthly status of fraud and nonfraud claim activity within the counties (M.S. 63-801). It is also the document by which the amount of fraud collection incentive to each county is determined. FNS-209 data indicates the balance of active claims, balance of suspended claims, new claims established during the month, claims which have been terminated or administratively reduced, and collections received during the month.

Prior to the July 1981 report month counties submitted warrants to FNS in an amount equal to the claims collected during the month and reported on the FNS-209. As requested in All-County Information Notice I-81-81 and All-County Letter 81-97, counties currently are to retain the total collections received in a separate, identifiable account and identify such collections on the FNS-209. Each calendar quarter, the county Food Stamp Program Administrative Advance will be offset by the amounts collected by the county during the quarter less any incentive to which the county is entitled for fraud collections. Effective January 1, 1982, the current incentive which counties are eligible to receive is equal to 25 percent of all fraud collections.

FNS-209 reports must be submitted to this department within 30 days after the end of each report month. This report is due even if a county has not received any payments during the report month (M.S. 63-801.7). The address where the FNS-209 reports must be submitted is the same address indicated above for the submittal of FNS-46 reports. Failure to submit this report in a timely manner may result in the loss of federal incentives and/or the withholding of federal administrative funds.

When the FNS-209 reports are received by DSS, they are consolidated into a quarterly statewide report which is submitted to FNS within 50 days after each calendar quarter. The statewide report is used to make all adjustments to county advances and to also pass on any incentives for fraud collections.

FNS uses the statewide report to adjust California's Letter of Credit, to monitor county collection activity and to evaluate performance in the area of claims and claim recoveries.

FNS-250 Report

The purpose of the FNS-250 report is to provide FNS with a monthly reconciliation of food coupon inventories and issuance activities within the counties (M.S. 63-705). FNS-250 data indicates beginning and ending coupon inventories each month and inventory received and issued during the month.

Currently, there is little involvement by this department in the physical FNS-250 reporting process. Counties are to submit monthly FNS-250 Reports directly to FNS. FNS-250 data is used to assess liabilities for the loss of food coupons resulting from issuance overpayments, theft, embezzlement, or negligence (M.S. 63-702). The submitted FNS-250 data are consolidated into semi-annual period billings (October - March, April - September) which are distributed by FNS to the state on a periodic basis. Upon receipt, this department distributes the billings to the respective counties by issuance reporting codes. Each county either submits payment (via warrant) directly to FNS or formally disputes the billed amount.

Counties must submit the original and one copy of each FNS-250 report within 45 days after the end of a report month to the following location (M.S. 63-705.611):

Food and Nutrition Service
U.S. Department of Agriculture
550 Kearny Street, Room 400
San Francisco, CA 94108

Warrants and/or justification for billing adjustments in satisfaction of FNS-250 billings must be submitted to the following address within 90 days of the receipt of the billings:

Accounting and Reporting Division
Food and Nutrition Service, USDA
Auditors West Building, Room 227
Washington, D.C. 20250

Attention: Food Stamp Accountability Section

A copy of the FNS-250 Report, warrant and/or justification for billing adjustment is to be sent to this department for monitoring purposes. Please submit the copy to the same address as indicated for the submittal of the FNS-46 and FNS-209 reports.

In addition to this summary, we are currently developing a training package regarding the completion of these forms. Although specific time and dates have not been determined, we anticipate that training sessions for county staff will be held in April 1982 in several locations within the state. The specific dates and locations will follow in an All-County

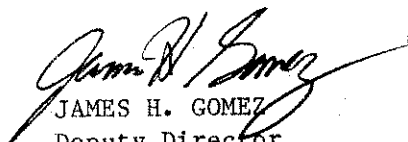
Information Notice which will be released within the next few weeks. To aid in the preparation of the training package, it would be appreciated that if you have any immediate questions or problems regarding the FNS-46, FNS-209, and FNS-250 reports, you would complete the attached form and submit them to the following address by March 31, 1982.

California Department of Social Services
Fiscal Policy and Procedures Bureau
744 P Street, M.S. 8-100
Sacramento, CA 95814

Attn: Mr. Leighton Lai

If you should have any further questions regarding this letter, please contact Mr. Leighton Lai at (916) 323-0268.

Sincerely,


JAMES H. GOMEZ
Deputy Director
Administration

cc: Carol Fahey, FNS/WRO
D. L. Hamer, Jr., FNS/ARD - Washington D.C.
CWDA

Submit to:
California Department of Social Services
Fiscal Policy and Procedures Bureau
744 P Street, M.S. 8-100
Sacramento, California 95814

FNS-46, FNS-209, FNS-250 TRAINING
QUESTIONS AND PROBLEMS SOLICITATION SHEET

- I. Form FNS-46 - ATP Reconciliation Report
(If your county does not issue ATP's, disregard this section)

*Questions and/or problems:

- II. Form FNS-209 - Status of Claims Against Households

*Questions and/or Problems:

- III. Form FNS-250 - Food Coupon Accountability Report

*Questions and/or problems: